

FLO Employment Program Assistant

The Department of State is seeking a full-time contractor to work in the Family Liaison Office as a Program Assistant to the employment portfolio. The incumbent will be responsible for providing administrative and training support, maintaining statistical databases, drafting written documents, coordinating projects and surveys and representing the office at meetings and presentations, when requested.

Qualifications: US Citizen with a minimum of 3 years experience living or working in a US Embassy community abroad; Bachelor's degree required; demonstrated knowledge of the issues facing Foreign Service family members managing careers in a mobile lifestyle; good organizational skills; strong verbal and written communication skills.

To apply, please submit a resume and any other supporting information to Melissa Cordes at PRO-telligent. Tel: 703-414-5528 or cordesme@pro-telligent.com

PROGRAM ASSISTANT - SPECIAL EMPLOYMENT PROJECTS POSITION DESCRIPTION

Background:

The Department of State continues to demonstrate a strong commitment to spousal employment of Foreign Service employees in order to positively impact retention and morale of those individuals living and working overseas. One example of this commitment is the Family Liaison Office's (FLO) pilot program, the Strategic Networking Assistance Program (SNAP), initiated in 2001 and now serving spouses in 32 countries. SNAP provides local employment advising and a ready-made network, through the efforts of Local and Regional Employment Advisors (LEAs & REAs). In addition, the FLO has several career development training and fellowship programs for spouses. The Employment Program Assistant will provide support to all of these programs.

Duties and Responsibilities:

The Program Assistant will

- provide administrative support for the Employment Program Specialist and employment team, as needed;
- maintain accurate records of the global employment programs;
- compile and produce monthly SNAP statistics and other reports, as needed;
- draft small writing projects, as requested;
- assist with the planning and implementation of employment-related training (LEA training, E-entrepreneur training, other) including interacting with vendors to set up training, helping with preparation of materials, including copying, helping set up logistics, attending training as a backup, trouble shooting problems, ordering and set up of audio visual equipment; and, if asked, participating in presentations or group activities;
- provide technical support in the development of Power Point or other presentations;
- draft/send announcements to the SNAP team, as needed;
- assist in setting up calendar of quarterly web conferences and provide support for conferences, to include interacting with Raindance, and serving as Moderator of web conferences, when requested to do so
- provide administrative support for employment-related initiatives funded by the Cox Foundation, including spousal surveys, professional development fellowships and others that may be developed

Reporting Requirements:

The Employment Program Assistant will work out of the FLO office and report to the Special Employment Projects Coordinator and Employment Program Specialist.

Qualifications:

US Citizen with a minimum of 3 years experience living or working in a US Embassy community abroad; Bachelor's degree required; demonstrated knowledge of the issues facing Foreign Service family members managing careers in a mobile lifestyle; good organizational skills; strong verbal and written communication skills.

Terms and Conditions:

This is a full-time, annually renewable contract for 40 hours per week. The Employment Program Assistant will be paid the flat rate of \$25 per hour, for hours worked. This contract confers no benefits.